

COMPHIBGRUTHREEINST 2280.1F  
N6  
26 APR 01

COMPHIBGRU THREE INSTRUCTION 2280.1F

SUBJ: GUIDANCE FOR ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)  
PROCEDURES

Ref: (a) CMS 21A  
(b) CINCPACFLT OPORD ANNEX K  
(c) COMNAVSURFPAC OPORD 201 ANNEX K  
(d) CMS 6  
(e) EKMS 3A  
(f) CINCLANTFLT/CINCPACFLT/CINCUSNAVEURINST C2282.1A  
of 05 Jan 99

1. Purpose. To promulgate EKMS guidance for Amphibious Group THREE ships.

2. Cancellation. COMPHIBGRUTHREEINST 2280.1E. This instruction should be reviewed in its entirety.

3. Background. With the introduction of EKMS, reference (a) provides the minimum policies and procedures for issuing, accounting, handling, safeguarding, disposing of Communications Security (COMSEC) material, and the application of cryptographic/physical security measures to Communications Security Material System (CMS) material and facilities. References (b), Appendix 8, and (c), Appendix 1, provide further guidance for Pacific Fleet units for the handling of COMSEC material. Reference (d) is the primary governing instruction, taking precedence over reference (a), in matters pertaining to Secure Telephone Unit (STU) Third Generation (III). Reference (e) contains guidance and the checklist for conducting a formal biennial EKMS inspection. Reference (f) is the Basic Shipboard Allowance of COMSEC Material.

4. Discussion. This instruction is intended to provide additional guidance to supplement the information contained in references (a) through (e) in order to promote further safeguarding of CMS material onboard COMPHIBGRU THREE ships and to avoid COMSEC insecurities, incidents, and the possible compromise of such materials.

a. The guidance in this instruction is to be followed by EKMS by each unit's Commanding Officer to ensure strong and effective involvement in CMS related matters.

b. Close attention to detail by EKMS personnel is required to eliminate possible threats to operations. Shipboard CMS training programs must provide an aggressive and conscientious approach to effectively instruct all CMS users in the handling and disposition of cryptographic materials.

c. CMS A&A Training Team San Diego, CMS Training Visits, workshops, and seminars should be utilized to the maximum extent possible. Although optional for Naval commands, it is strongly recommended that a training visit be scheduled every 18 months. However, at a minimum, a Training Visit should be scheduled not more than three months prior to an anticipated biennial EKMS Inspection.

## 5. Action

a. A copy of this instruction will be retained by the EKMS Manager.

b. Upon receipt of this instruction and annually, an in-house EKMS readiness review should be performed using reference (e) for the purpose of identifying and correcting any discrepancies.

c. COMPHIBGRU THREE's EKMS Inspector is available to offer guidance on EKMS and COMSEC policy. However, assist visits should be requested of CMS A&A Training Team San Diego. Any command desiring a pre-inspection as a prelude to the formal ISIC COMSEC Inspection should contact CMS A&A Team San Diego for referral to an available inspector.

d. COMPHIBGRU THREE representatives will conduct a review of procedures following any COMSEC Incident, or report that an EKMS account is not being properly managed (e.g., from the relieving EKMS Manager, A&A Team).

e. Per reference (a), Chapter 10, conduct Annual Practices Dangerous to Security (PDS) familiarization training.

f. It is strongly recommended all CMS material users familiarize themselves with the following reference (a) articles:

(1) Chapter 2: 230, 245, 250, 260

(2) Chapter 5: 501, 505, 510, 515, 540;  
ITs, CTs, Comm ETs: 520, 535

(3) Chapter 7: 775, 781, 784, 790;  
ITs: 778

(4) Chapter 9: 901, 905, 910, 915, 930, 940, 945,  
950, 980

(5) Chapter 10: 1001, 1005, 1010, 1015 (All)

Note: ANNEX A and ANNEX B of CMS 21A are, respectively, the Glossary and the List of Commonly Used Abbreviations and Acronyms.

g. All aspects of COMSEC training are important. However, the first line of defense is the user. Emphasis should be placed on the following:

(1) Proper routine destruction procedures, especially accuracy and completeness when filling out documents, in particular watch-to-watch inventory sheets, CMS 25s or equivalent local destruction records.

(2) Use of a destruction record compatible with the type of material being destroyed (i.e., single copy segment, multiple copy segments).

(3) Proper recording of electronic fills (OTATs) and subsequent destruction.

h. A maximum of three months is allowed for the completion of PQS for a CMS User.

i. Initial CMS material loadout for deploying commands will be distributed per the deployment schedule. Reference (f) provides the basic allowance. Review all other source documentation (e.g., MACDILL's effective ICP material message, PACFLT OTAT message, FIFTHFLT Rosetta Stone and AOR COMSEC requirements message) to ensure all required key is held or can be obtained via OTAT. Request assistance of embarking Amphibious Squadron Staff Communicator, if needed.

j. Radio Central, Joint Message Center, Combat Information Center, Joint Information Center, and Ship Signal Exploitation Space must all meet the security standards set forth in reference (a), ANNEX N.

  
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